

CHAPTER 4. AUXILIARY ORGANIZATIONAL STRUCTURE

A. Administrative Levels.

1. The Auxiliary is structured with four administrative/supervisory unit levels with Auxiliary elected and appointed members at each level. This chapter contains the general authority and duties of Auxiliary office holders. These duties may be further specified in other documents, provided they do not conflict with the provisions of this Manual. Additional information may be found in Commandant instructions and publications, district instructions and procedures guides and the Auxiliary National Program. The four administrative levels are: flotilla, division, district, and national.
 - a. The Flotilla. This level is the basic Auxiliary organizational unit and the working level which translates programs into action. Each flotilla is led and managed by a Flotilla Commander (FC). All Auxiliarists must be a member of a flotilla.
 - b. The Division. For administrative effectiveness, flotillas in the same geographic area are grouped into divisions. The division provides administrative, training, communication and supervisory support to flotillas and promotes district policy. Each division is led and managed by a Division Captain (DCP).
 - c. The District. Flotillas and divisions are organized in districts comparable to Coast Guard (CG) districts and are assigned the same district number. For Auxiliary administration, some CG districts are further divided into regions. The district/region provides administrative and supervisory support to divisions, accomplishes policy of the District Commander and promotes national Auxiliary policy. Each Auxiliary district or region is led and managed by a District Commodore (DCO).
 - d. National. This level of administration contains the National Executive Committee (NEXCOM) presided over by the National Commodore (NACO) and composed of the National Vice Commodore-Chief of Staff (NAVCO-COS), the National Vice Commodores for the Atlantic and Pacific Areas (NAVCO-A and NAVCO-P), the National Directorate Chiefs (NAVCO-MS, NAVCO-RBS, NAVCO-CG/SS), the National Vice Commodore-Transition Team Leader (NAVCO-TTL), and the Chief Director, office of Auxiliary. This Committee functions as the Auxiliary's senior leadership and management group. The NEXCOM and national staff comprise the Auxiliary national organization, which

maintains general leadership and management over all Auxiliary programs.

B. The Flotilla.

1. Initial Charter. For initial charter, a flotilla must consist of at least 15 Auxiliary members. The required number of members may be waived only by the District Commander, and then only when exceptional local conditions dictate a departure from the norm. The use of flotilla detachments (See B.7) should be considered before waiving the minimum flotilla membership requirements.
2. Responsibility. Primary responsibility for initiating efforts to start a new flotilla rests with the DCO or such other Auxiliary officers appointed by the DCO. Before taking any action, all plans should be submitted to the DCP who will formulate the procedure. Help should be given by other division officers and flotilla members who may have personal acquaintance or contacts in the proposed new flotilla area. The DCP should clear the proposal, via the District Rear Commodore (RCO), with the DCO. The DCO will obtain the concurrence of the Director before advertising for, or accepting, any member transfer or enrollment applications. Following this procedure for starting a new flotilla avoids duplication of effort and shows correct procedures to new members.
3. Designation. Auxiliary flotillas are designated by Arabic numerals. The first numeral indicates the division, followed by the flotilla number. The name of the city or town in which the flotilla is located completes the designation. For example, Flotilla 32, St. Louis, is Flotilla 2 in Division 3, located at St. Louis, Missouri. Different flotillas in the same area must, for record purposes, have different names. New flotillas should use the name of the community, body of water, or other name identified with the locale. When either the number of divisions or the number of flotillas exceeds nine, use a hyphen between the flotilla and division number; i.e., 11-4 or 6-10.
4. Administration. The Administrative Procedures Guide (COMDTPUB P16791.2 (series)) details guidance for flotilla administration.
5. Authority to Establish or Disestablish Flotillas. The authority to establish or disestablish a flotilla is vested in the District Commander. When established, each unit receives a formal CG charter authorizing formation and the effective date.
6. Disestablishment.

- a. Disestablishment must be considered if a flotilla falls below the required minimum acceptable membership level of 10 members or the flotilla member's activity or inactivity are not deemed to be in the CG or Auxiliary's best interests. Flotillas may be recommended for disestablishment for a variety of reasons : i.e. failure to meet required minimum acceptable membership level of 10 members or the flotilla member's activity or inactivity are not deemed to be in the CG or Auxiliary's best interests. Flotillas may be recommended for disestablishment for a variety of reasons: i.e. failure to meet financial obligations to division, district, or national levels; continued under-strength membership; or failure to comply with the Auxiliary, District or Commandant policies or directives.
- b. When there is a need to reorganize the division, there also may be need to disestablish a flotilla. In this situation, the DCO and Director determine flotilla activity or inactivity, and decide on the need to retain flotillas as part of the division reorganization.
- c. Disestablishment action should be a last resort. Prior to disestablishment, consideration should be given to placing the flotilla on probation or converting an under-strength flotilla to a flotilla detachment.
- d. When placing a flotilla on probation, the DCP shall inform each flotilla member of the reasons, probationary period, and conditions for probation removal. The probationary period will not exceed one year. If the problem is not resolved during the probationary period, the DCP must will initiate the disestablishment recommendation at the first division board meeting following that period. The DCP shall inform the DCO and the Director of the action.
- e. The DCP shall enter the disestablishment recommendation as an agenda item at the next regularly scheduled division board meeting. The DCP shall advise the FC and flotilla vice commander of the flotilla in question of that action and request their attendance at the meeting. The DCP must advise them of their right to submit a report outlining any matters in mitigation of their circumstances to the division board for consideration. Each division board member shall review the DCP's report and those matters in mitigation presented by the flotilla. Upon completion of the review, the board will vote on the recommendation to disestablish.
- f. The passage of a disestablishment recommendation requires a two thirds (2/3) majority division board member vote. The DCP will inform the DCO and Director of the results within thirty (30)

calendar days. The report will include all statements from board members concerning the intent to disestablish the flotilla.

- g. A flotilla may disband voluntarily and request disestablishment after a majority affirmative vote with a quorum present. When deciding on this course of action, the FC shall notify the DCP, DCO, and Director. The DCP will coordinate the transfer of all members wanting to remain in the Auxiliary to another flotilla or flotilla detachment. Those members not wanting transfer shall be retired or disenrolled.
- h. The Director will review and implement disestablishment action for those flotillas having requested disestablishment. The same action will be taken for flotillas under strength with no waiver in effect. In those flotillas recommended to be disestablished for other reasons, the Director will refer the matter to the District Commander with the DCO's recommendation. If the District Commander approves, and so directs, the Director shall take the necessary action to disestablish the flotilla and reassign members to another flotilla.
- i. Assets of Disestablished Flotillas. A disestablished flotilla's property and assets immediately become Division property and will be transferred to the SO-MA, who will audit and account for them. Government property held within the flotilla will be returned to the division for assignment to another flotilla or return to proper authority by the SO-MA.

7. The Flotilla Detachment.

- a. A detachment is a sub-unit of a flotilla; not an independent unit. Detachment formation enables a small group of three or more Auxiliarists to carry out some Auxiliary activities. Detachments allow the flotilla to recruit and to keep members in remote areas not having enough members to charter or to maintain a full unit.
- b. The detachment takes advantage of the sponsoring flotilla's existing staff. Detachment members are subject to all CG and Auxiliary policies and procedures, which govern the sponsoring flotilla. The detachment is not a means of bypassing unpopular regulations.
- c. The detachment has an officer-in-charge (OIC), appointed by the FC, who holds the status of and wears the insignia of a flotilla staff officer. The OIC has the authority to assign members of the detachment to duty according to the provisions of this manual. The

OIC coordinates the activities of the detachment under the general supervision of the FC.

- d. The sponsoring flotilla has certain responsibilities to the detachment:
 - (1) The flotilla will recognize, accept and nurture detachment members as full flotilla members.
 - (2) The flotilla will provide full staff support, including member training and qualification.
 - (3) The FC will maintain regular communications with the OIC. The FC will meet, at least twice a year at the detachment location, with the OIC and as many detachment members as can attend.
 - (4) The FC will ensure the detachment's activities and members support Auxiliary purposes as well as ensuring all established governing policies are followed.
- e. Detachment members are full-fledged, dues paying, voting members, entitled to all benefits of flotilla membership. Each is carried on the flotilla's roster in the Auxiliary Management Information System (AUXMIS). Each is encouraged to attend flotilla meetings as often as possible. AUXMIS does not record or track detachments. The OIC is not a recognized office recorded in AUXMIS. Although not separately identified in AUXMIS, the detachment OIC may desire some identification for communications. For this purpose, a geographic location followed by the flotilla designation is used, i.e., Grafton Detachment, Flotilla 63; or, Grafton DET, FL 63. In no case will more than one detachment be authorized in a single geographic location.
- f. A request to form a detachment may be initiated in writing by the sponsoring flotilla's FC. The request is sent via the chain of leadership and management to the DCP and will state facts to support the request. The DCP, with the DCO concurrence and upon Director notification, may authorize detachment formation.
- g. A request for disestablishment of a detachment must be submitted to the DCP. The request may be initiated by the OIC or by any Auxiliary officer in the chain of leadership and management. After full consultation with all parties, the DCP may disestablish the detachment.

8. Flotilla Voting Policy.

- a. Unless otherwise specified in the flotilla standing rules, a quorum of one-third (1/3) of the eligible voting membership must be present to conduct business. Additionally, one of the voting members present must be the FC or VFC. If either of these two office holders are not present, a past FC or other senior member should preside, but unit business can not be conducted.
- b. Provided a quorum is present, a majority of the eligible voting members attending can carry a motion. No absentee ballots or proxy voting are authorized.
- c. A flotilla may vote on any matter of internal flotilla administration or finance. A flotilla may also vote to recommend a change in CG or Auxiliary policy, but such a recommendation must be forwarded to and adopted by the appropriate CG or Auxiliary level before becoming effective. A flotilla's vote on any matter inconsistent with CG policy or procedures, or affecting the duty or responsibility of Auxiliary officers is not effective unless approved by authorized CG or Auxiliary authority.
- d. When the unit's standing rules do not require a written ballot be used to decide an issue, if a member requests a written ballot be used, then the unit must then, without further action, either agree by consensus or vote on the use of a written ballot for the specific question on the floor. A majority vote in favor is needed to require a written ballot.

C. The Division.

1. Chartered Unit. The division is the next higher administrative organizational level above the flotilla. It consists of five or more flotillas in the same geographic area. In the unlikely event a division is to be chartered with fewer than five flotillas, a waiver must be obtained from the District Commander. Waiver requests should be initiated by the DCO at the time of the request for division establishment. The request should show when the division will be full-strength, normally no more than one year and the District Commander's approval must be contingent on the division reaching full strength within said year.
2. Geographic Boundaries. Geographic limits of divisions are for administrative purposes only. Limits will be assigned by the Director after considering input from the district board. Usually, indefinite areas of

primary responsibility or activity are preferred to rigid geographic boundaries. There are no prohibitions which prevent any unit from conducting activities in another's "area". Auxiliary units in close proximity are expected to cooperate with each other in the coordination of unit activities. Locations for courtesy marine examination stations, setting up public education courses, and recruiting members require flexibility and inter-unit coordination.

3. Responsibility. While authority to charter a division is vested in the District Commander, the primary responsibility for establishing a new division rests with the Director and DCO. The DCO may appoint other Auxiliary officers to help in recruitment efforts or in formulating the recommended procedure and plans for a new division. All plans must be submitted to the Director for concurrence before any action is taken.
4. Designation. Auxiliary divisions use a numeral and geographic location for their designation. For example, Southern Idaho Division 4 indicates the Fourth Division with flotillas located in the southern part of Idaho. The traditional practice of utilizing Roman numerals is no longer used.
5. Administration. The Auxiliary Division Procedures Guide (COMDTPUB P16791.3 (series)) contains detailed guidance for division administration.
6. Disestablishment.
 - a. If, despite all attempts, a division falls below the required five flotillas, one of two actions is required. The District Commander may (1) grant a waiver. In the majority of cases, the District Commander should (2) act to disestablish the division. Flotilla detachments may not included to achieve the minimum five flotillas.
 - b. If there is a reduction of division strength to four or fewer flotillas, the DCO shall appoint a study group to determine the division's viability and to develop a plan to rebuild the division or to recommend disestablishment. The study group will consist of the RCO in whose area the division is located, and two other Auxiliarists specially chosen for their ability and familiarity with the program. Upon completion of their study, the District Rear Commodore (RCO) shall submit a written report of their findings, opinions, and recommendations to the DCO. If sufficient promise in restoring the division to full strength exists, the study group may recommend probation for a period not to exceed one year. Otherwise, a recommendation to disestablish is the most reasonable option. A copy of the study group's proceedings shall be furnished to the DCP and the Director.

- c. Similar action is required when a Division's activity, inactivity, or presence is not deemed to be in the CG/Auxiliary's best interest. The DCO shall appoint a study group to evaluate the situation. The study group should request statements from division and flotilla elected officers and consider, plus include in a report, any statements received. Upon study completion, a written report of group findings and recommendations is submitted to the DCO.
- d. The DCO will request the DCP to submit a written report within thirty (30) calendar days to the district board including any matters in mitigation to help the board in arriving at an impartial decision. The DCO will enter the study group report as an agenda item at the next district board meeting after receiving the DCP's report. A letter will be sent to the pertinent DCP advising of the agenda item and suggesting the DCP and/or VCP attend in person.
- e. The district board, at the scheduled meeting, will review the study group's report. Attention will be given to the DCP's letter of mitigation and appeal. The district board shall vote on final action. Approval of a recommendation to disestablish requires a two-thirds (2/3) affirmative vote of the voting members present. If the vote to disestablish fails, the DCO shall advise the Director of the district board recommendation for probation for one year after which disestablishment may be directed by the District Commander, if full strength has not been obtained.
- f. The Director shall present the study group proceedings and district board recommendation to the District Commander for consideration. When probation is recommended, the division may be placed on probation for up to one year from 1 January of the year following the probation decision. The District Commander will advise the division board of the probationary period. If the action is to disestablish, then disestablishment takes place as of the date set by the District Commander. The Director will transfer the division's flotillas to the nearest division.
- g. When placing the division on probation, the original study group will remain active, functioning as an advisory group to the DCP and managing the district's effort to assist. At the end of each calendar quarter during probation, the RCO or study group chairman shall submit a written progress report to the DCO.
- h. In very few exceptional cases, it may not be practical to maintain five flotillas, due to geographic or other unusual constraints. The

District Commander may, in these cases, authorize the division to continue permanently with less than five flotillas.

7. Authority to Establish or Disestablish Divisions. The authority to establish or to disestablish a division is vested in the District Commander. When established, each unit receives a formal charter from the CG authorizing formation and the effective date.
8. Assets of Disestablished Divisions. Disestablished, division property and assets will go to the district. The district board should consider the allocation of some or all of the assets to divisions receiving flotillas from the disestablished division.

D. Unit Administration.

1. Administrative Boards. The division, district and national levels each have administrative boards. A majority of the members of any board must be present to transact business. No member will have more than one vote. Board meetings are normally open and all Auxiliarists are welcome and invited to attend national or their district, division and flotilla meetings. In rare situations, a closed meeting may be needed. This action will be taken only when authorized by the Director or Chief Director for National Board meetings.
 - a. If the FC or DCP is unable to attend the applicable board meeting, their vice should attend and has a vote on the board. If the vice is also unable to attend, the immediate past unit leader should attend and will have a vote on the board unless specified otherwise in writing by that officer's senior elected officer. When none of these officers can attend, the senior officer of that unit will designate another member of that unit to represent the unit. This representative will not have a vote on the board.
 - b. The DCO is an ex officio voting member of all division boards in the district when present at a meeting. The NACO is an ex officio voting member of all district boards when present. The DCO may delegate in writing the ex officio voting status to the VCO, RCO or Immediate Past District Commodore (IPDCO). The NACO may delegate in writing such ex officio voting status to any NAVCO or NIPCO. A copy of this written authorization from the DCO or NACO should be provided to the presiding officer for the meeting minutes.

- c. A board vote inconsistent with current CG or Auxiliary policy or procedure is not effective unless approved by authorized CG or Auxiliary authority.
 - d. Except in those instances where a two-thirds (2/3) majority is required, an affirmative vote of a majority of an administrative board, present and actually voting, is necessary to carry a motion. A majority of the votes actually cast will determine the outcome of the issue on which the vote was taken. Blank votes or abstentions do not count in the total for determining votes cast. Therefore, a count is necessary for both those in favor of and those opposed to a motion. Absentee or proxy voting is not permitted .
 - e. Whenever voting by written ballot is not required by the standing rules, voting will be by voice or a show of hands. If a voting member requests a written ballot be used, the board will follow the procedure in Section 4.B.8.b..
2. The Division Board. The DCP, Division Vice Captain (VCP), Immediate Past DCP (IPDCP), and every FC in the division compose the division board. The DCO is an ex officio member of this board.
- a. Division board meetings are held according to division standing rules. The DCP, DCO or Director may call additional meetings. The DCP will publish an agenda for each board meeting. The division board should meet at regular intervals determined locally to be most responsive to members' needs. To conduct business, the DCP or VCP must be present. In instances where attendance is impractical, the division board may transact routine business by mail. Regular annual elections shall not be held by mail or telephone means unless specifically authorized by the Director. Only in unusual circumstances, and when Director approved, may a regular election be held by mail.
 - b. The division organization exists to support the flotillas by providing administrative and training support. The division board performs these duties through coordination to promote Auxiliary policy within the division and helps the Director to administer and to foster growth of the Auxiliary, organize and administer division activities, and conduct election of division officers.
3. The District Board. The district board is composed of the Director, DCO, IPDCO, VCO, RCOs, and all DCPs in the district. The NACO is an ex officia member of this board. The President of the Past Division Captain's

Association, if authorized by the standing rules, is also a member of the board. To conduct business, the DCO or VCO must be present.

- a. Each district/region must have a minimum of two RCOs. These RCOs may be assigned geographically specific areas of responsibility or they may be assigned specific program areas of responsibility or some locally devised combination of the two. Area staff officers are not authorized. Additionally, whenever a CG unit is commissioned, an RCO must be assigned the primary duty of coordinating between the Auxiliary district/region and the CG unit commander. The DCO may appoint an Auxiliary Liaison Officer for a specific CG unit for RCO assistance in carrying out these coordination duties: i.e. providing expert assistance for using Auxiliary services, training, and support across division/flotilla boundaries.
 - b. District Board Meetings are held under district standing rules. The District Commander, Director or DCO may call additional meetings. The DCO will prepare and publish, in advance, an agenda for each district board meeting. This agenda will be done after consulting with the Director and district staff. The agenda is provided to the Director, district board and staff. If meeting is impractical, business may be transacted by mail or electronic means. Only in unusual circumstances, and when approved by the District Commander, may a regular election be conducted by mail.
 - c. District board duties include implementation of established CG and Auxiliary policy within the district. The board helps the DCO to develop and to carry out district policy. The board also recommends changes in national policy to the National Board. When appropriate, the district board guides and directs subordinate units.
 - d. The district board may be asked to conduct hearings and to make recommendations on requests for a unit's disestablishment.
 - e. The District Commander may authorize a Past Division Captain's Association where such an association can be of district benefit. The association's president may be allowed a vote on the district board provided the DCO and the Director have approved the association's standing rules and attendant bylaws. Further, the district's standing rules must authorize such a vote.
4. District Executive Committee (EXCOM). The DCO, VCO, RCOs, IPDCO and the Director are districted board EXCOM members. The EXCOM is

charged with managing Auxiliary district day-to-day operations; with performing other prescribed duties, and with meeting according to the district's standing rules.

5. The National Board. The National Board members are the NACO, the NAVCOs, the Chief Director, all DCOs, the NIPCO (as of 1 Jan 99) and the President of the National Association of Past District Commodores. All are voting members. Expected to be present in an advisory capacity are all District/Regional Directors.
 - a. The National Board's purpose is to assist the Commandant and Chief Director in developing and in carrying out Auxiliary national policies.
 - b. The National Board will meet at least twice each year, normally in February and September. Subject to the Chief Director's concurrence, the NACO is responsible for selecting meeting times and locations. All meetings are open to all members, who are encouraged to attend.
 - c. The NAVCO-COS is responsible for the coordination and direction of the national staff through the Directorate Chiefs for CG/State Support, Recreational Boating Safety and Member Services in carrying out the NACO's policies.
 - d. For national administration, the Auxiliary is presently divided into two areas, the Atlantic area and the Pacific area. The Atlantic Area will be subdivided into an Eastern and Western area with subsequent NAVCO assignments. See the map in enclosure (1) for current areas, which a NAVCO administers. On 1 Jan 1999, the Auxiliary will be divided into three national areas: Atlantic Area – East, Atlantic Area – West, and Pacific Area.
 - e. In addition, there are three Auxiliary Directorates - Member Services (MS), Recreational Boating Safety (RBS) and Coast Guard/State Support (CG/SS). An elected NAVCO currently administers the activities of each of these Directorates until a NEXCOM change to appoint three NADCOs is exercised. On 1 Jan 1999, an appointed National Directorate Commodore (NADCO) will serve as chief for each directorate. The position of an elected NAVCO directorate chief will be eliminated.
 - f. A National Association of Past District Commodores (NAPDIC) is authorized. Its president has a National Board seat and is entitled

to one vote as long as the NAPDIC standing rules and subsequent are approved by the Chief Director and NACO.

6. National Executive Committee (NEXCOM). On 1 Jan 1999, the NEXCOM members will be the NACO (as chairperson), the four (4) NAVCOs, the Immediate Past National Commodore (when current incumbent NACO leaves office), and the Chief Director. The NEXCOM is charged with the national aspects of the day-to-day Auxiliary operations as well as the responsibility for strategic and long range planning. It is responsible for those items not otherwise assigned by this manual (AUXMAN), the national standing rules, or as part of the national program. The NEXCOM monitors and evaluates progress toward CG and Auxiliary objectives and programs. Within the limitations established by this manual and the national standing rules, the NEXCOM shall set into motion the implementing programs required by the Commandant and the National Board. The NEXCOM will set policies and provide routine guidance to ensure efficient and timely functioning of the Auxiliary organization. The NEXCOM will meet during National Board meetings. The NEXCOM also will meet at such other occasions as determined by the NACO and the Chief Director.
 - a. National Commodore (NACO). The NACO is the senior elected Auxiliary officer and has precedence over all other Auxiliarists. The NACO shall:
 - (1) Represent the Auxiliary to the Commandant and the CG Headquarters Flag Corps in all matters concerning Auxiliary activities.
 - (2) Represent the Auxiliary on other occasions as the Commandant may designate.
 - (3) Preside over National Board meetings.
 - (4) Maintain close liaison, through the Area NAVCOs, with all DCOs.
 - (5) Provide the Chief Director with advice and practical suggestions, and work closely with the Chief Director to insure authorized policy and programs will be followed and promoted by the membership.
 - (6) Coordinate with the Chief Director in calling National Board meetings.

- (7) Prepare and publish an agenda for each National Board meeting. Distribute the agenda to each member of the National Board and each Director at least thirty days before the first date of the meeting. This action is needed to provide sufficient time to review all agenda items.
 - (8) Appoint the Auxiliary national staff, and appoint national department chiefs with Chief Director approval.
 - (9) Develop an annual program, for approval by the Chief Director, stating annual program goals for the coming year. The program will specify and amplify the staff officers and committee member's duties in attaining these aims.
 - (10) Serve as an ex officio voting member of each national standing committee and district board.
 - (11) Supervise Auxiliary activities, using the Auxiliary chain of leadership and management.
 - (12) Oversee management and operation of Auxiliary activities, using the Auxiliary chain of leadership and management to ensure Auxiliary compliance with all CG and Auxiliary policies and directives as directed by the Commandant.
- b. National Vice Commodore - Chief of Staff (NAVCO-COS). The NAVCO-COS shall assist the NACO in all duties and, when circumstances warrant, shall act as NACO. In the NACO's absence, the NAVCO-COS presides over National Board meetings. The NAVCO-COS coordinates and directs the national staff through the National Vice Commodores (NAVCOs) for CG/State Support, Recreational Boating Safety and Member Services in carrying out Auxiliary policies. The NAVCO-COS is an ex officio voting member of each national standing committee. The NAVCO-COS is directly responsible for oversight of the Auxiliary Departments of Legal (DC-L) and Information and Communication Services (IS).
- c. National Vice Commodore - Atlantic Area (NAVCO-A), and Pacific Area (NAVCO-P). The area NAVCOs shall assist the NACO in the performance of various duties including:
- (1) Be responsible for Auxiliary program conduct within their area of responsibility (AOR). Be thoroughly familiar with

and support Auxiliary-related policies established by the CG and the National Board.

- (2) Represent their area on the NEXCOM and where appropriate. Attend district conferences when directed by the NACO.
- (3) Preside over the area meetings at the National Board's semi-annual meetings.
- (4) Preside over the National Area Planning Meetings (NAPM) held in the area.
- (5) Maintain close liaison with the DCOs and provide advice and counsel, as needed. Assist DCOs in solving problems not resolvable at District/Regional levels.
- (6) Ensure CG and Auxiliary policy compliance using the chain of leadership and management.

d. National Vice Commodore for Member Services (NAVCO-MS), Coast Guard/State Support (NAVCO-CG/SS) and Recreational Boating Safety (NAVCO-RBS). The National Vice Commodores for Member Services, Coast Guard/State Support and Recreational Boating Safety assist the NACO in duty performance. NADCOs will assume these duties and responsibilities on 1 Jan 1999. Under NAVCO-COS direction, they shall:

- (1) Be responsible for planning, organizing and coordinating all activities;
- (2) Ensure policies established by the CG, the National Board and NACO are effectively implemented;
- (3) Keep NACO and NAVCO-COS informed of directorate matters and provide correspondence copies to NEXCOM;
- (4) Consult by electronic communications, telephone or mail with their department chiefs to proactively coordinate their activities;
- (5) Work continuously toward the immediate and long-term Auxiliary, which are specific directorate responsibilities;

- (6) Submit progress reports to the NEXCOM and appropriate CGHQ office and division chiefs, advising each of their ongoing directorate activities;
 - (7) Effect direct coordination with NACO and NAVCO-COS on specific problems or requests for needed assistance;
 - (8) Consult and coordinate with appropriate CG Flag officers and program managers, in coordination with the Chief Director, to determine requirements for Auxiliary resources use within their Directorate and to develop and manage Auxiliary programs consistent with CG needs and objectives;
 - (9) In consultation with NEXCOM and respective Department Chiefs, develop plans, policies and procedures to achieve and to maintain Auxiliary capabilities consistent with identified CG requirements.
 - (10) Ensure compliance with CG and Auxiliary policy, using the chain of leadership and management.
- e. National Vice Commodore - Transition Team Leader (NAVCO-TTL). The NAVCO-TTL shall be responsible for assisting and providing a smooth transition for disestablishing the former Auxiliary Central Area and consolidating four former Second District regions now the Eighth CG District. The NAVCO-TTL reports directly to Chief Director. This position shall be disestablished upon completion of the above tasking, but not later than 31 December 1998.
- f. Chief Director, U.S. Coast Guard Auxiliary (G-OCX). The Commandant appoints the Chief Director who shall:
- (1) Direct Auxiliary policy, procedures and administration established by the Commandant under the authority of 14 U.S.C. 821-832 (Coast Guard Auxiliary).
 - (2) Be the Commandant's designated representative to the the Auxiliary NEXCOM, Auxiliary National Board, Auxiliary national staff operating committee (OPCOM) and an ex-officio member of all Auxiliary national standing committees.
 - (3) On the Commandant's behalf, modify, approve or disapprove Auxiliary National Board recommendations.

- g. National Directorate Commodores for Member Services (NADCO-MS), Coast Guard/State Support (NADCO-CG/SS), and Recreational Boating Safety (NADCO-RBS). Effective 1 Jan 1999, three new appointed directorate chiefs are authorized for NACO appointment. These positions replace the elected positions of NAVCO-CG/SS, MS, and RBS, which will be no longer authorized. NADCOs will not be National Board or NEXCOM members, and thus, will not have a vote. The process for appointment is:
- (1) Prior to the National Conference in the year a national election is held, the NACO shall appoint a selection committee composed of one district commodore from each area and one Director of Auxiliary. The selection committee shall review resumes from interested and qualified candidates and will provide the NACO-Elect with a list of the top three candidates for each position.
 - (2) The NACO-Elect will select a NADCO for each of the three directorates from the list provided or the person currently holding the NADCO position.
 - (3) The NACO-Elect will present the NADCO selections to the NEXCOM-Elect for confirmation prior to submitting the nominations to the Chief Director for approval.
 - (4) Persons appointed as NADCOs are eligible for reappointment.
- h. National Immediate Past Commodore (NIPCO). Effective 1 Jan 2001 or upon completion of current incumbent 1997-1998 NACO's term, the position of NIPCO is authorized. The NIPCO's duties shall be to assist the NACO, as directed. This officer, because of past service and experience, should provide program continuity to the National Board and NEXCOM as well as being a valuable asset to the Chief Director and the serving NACO.

E. Elections.

1. Assumption of Office. Every Auxiliary administrative level holds elections. Newly elected Auxiliary officers assume office on 1 January of each year following their election. For those officers elected in an interim election to fill a vacancy, their term begins upon election and approval (where appropriate) by the Director. Appendix 4-A at the end of this chapter shows officers' eligibility for election, the terms of office, who votes in the elections and when elections are held.

2. Duties of Auxiliary Elected Officers.

- a. Senior Elected Officers. The duty of senior elected officers in all Auxiliary leadership positions (NACO, DCO, DCP, and FC) is to be thoroughly familiar with their assigned responsibilities. Each officer maintain close liaison with the senior elected officers in units immediately higher or lower in the Auxiliary organization. Additionally, each must ensure members are trained and qualified in their assigned duties in the unit. They should strive to inspire cooperation and encourage fellowship among members. Incumbent officers should use the experience and expertise of the immediate past officers. Incumbent elected officers are responsible for:
- (1) The conduct of unit meetings.
 - (2) Supervision and successful execution of unit activities to accomplish Auxiliary missions and goal.
 - (3) Supporting and complying with Auxiliary and CG policies.
 - (4) Prompt submission of required reports and correspondence.
 - (5) Membership recruiting and retention.
 - (6) Leadership, management, supervision and operation of their unit and unit member training, qualification, assignment to duty, recognition and corrective action.
- b. Officers in a Vice Capacity. The principal duty of officers in a "vice" capacity (NAVCO-COS, VCO, VCP, and VFC) is to help the unit's senior officer. Each "vice" functions as the unit's "chief of staff." The "vice" carries out authorized programs according to existing policies and with an acceptable quality standard. Each is tasked with offering advice and help, as needed. If applicable, each "vice" visits other Auxiliary units to maintain liaison. The "vice" supervises unit staff officer activities. Each unit's staff officers report to their "vice". Each "vice" review and acts on reports submitted by unit staff officers. When substituting for the unit's senior elected officer at meetings or functions, the "vice" is authorized to vote as the acting senior elected officer. The "vice" helps ensure compliance with CG and Auxiliary policy, using the Auxiliary "chain".

- (1) VCOs also will serve as chairpersons of one or more district board standing committees and committees for special events. VCOs are responsible for district staff coordination and direction.
 - c. District Rear Commodores (RCO). RCOs assist their respective DCOs and, if requested, attend meetings or act in specific matters for their DCO.
 - (1) RCOs charged with geographic responsibilities shall maintain close liaison with the DCPs in their area of responsibility. They supervise, help, and counsel them as necessary, visiting the divisions. RCO's foster Auxiliary growth through development of an active membership recruiting program. They assist division officers in organizing new flotillas and in developing interesting and varied meeting programs. RCOs ensure compliance with CG and Auxiliary policy by all Auxiliary units and members, utilizing the Auxiliary "chain".
 - (2) RCOs may also be charged with programmatic responsibilities within their district or region. They shall coordinate the planning of activities in those program areas for the DCO and serve as the DCO's liaison to the applicable national Directorate and/or department.
 - (3) Whenever a CG unit is commissioned, an RCO must be assigned the primary duty of coordinating between the Auxiliary district/region and the CG unit leader. These coordination duties include, but are not limited to, serving as an expert "broker" for Auxiliary services, training and support. RCOs duties may cross division/flotilla boundaries.
 - d. Elected officers have been delegated authority by the Commandant to assign to duty other elected officers lower in the chain of leadership and management, their staff officers and other qualified Auxiliarists.
3. Eligibility. Appendix 4-A at chapter end outlines the eligibility requirements for elected offices. To ensure members have sufficient knowledge concerning requirements of the various elected offices, the completion of a one year (12 month) regular term of office at one level (flotilla, division, district) is required before advancement to the next higher level. Additionally, an individual must have been a member for a suggested minimum of 12 months before nomination for offices of Flotilla

Commander (FC) or Vice Flotilla Commander (VFC), unless a waiver is granted by the Director.

4. Election Guidelines.

- a. Immediate past officers at division, district and national levels are voting members of the particular board.
- b. To be eligible for nomination to an elected Auxiliary office, members must first have satisfactorily completed the AUXMIN specialty course, or Administrative Procedures Course (APC) or an elected officer's course.
- c. If eligible members are unavailable or unwilling to seek elected office, the Director may waive the prerequisites and eligibility requirements, as appropriate, consistent with District needs.
- d. Members who fulfill all eligibility requirements, on transferring from another district/region, shall not be denied the opportunity for election to a district office.
- e. No Auxiliarist may hold two **elected** offices concurrently.
- f. Unit standing rules shall have specific provisions to allow nominations from the floor. Alternatively, the rules must allow set-aside motions to allow such nominations. In nominations from the floor, the nominator is responsible for ascertaining the eligibility of the nominee subject to verification after the election through the Director's office.
- g. Auxiliary officers conducting elections are responsible for insuring the eligibility of each candidate, except as stated above. Eligibility can be determined by consulting the Director.
- h. **Directors are responsible for certifying the eligibility of anyone elected and for approving all election results.**
- i. If a flotilla fails to hold a valid annual election by 15 December, the DCP may appoint an interim FC and VFC. This action is done only after consultation and approval by the DCO and the Director.
- j. All elections shall be by secret ballot unless there is only one candidate for a particular office. Absentee or proxy voting is not authorized.

- k. Only in unusual circumstances, when approved by the Director, may a regular division election be held by mail. Only in unusual circumstances, when approved by the District Commander, may a regular district election be held by mail.
 - l. The senior elected officer at the next higher level shall be notified in advance of any election.
 - m. In the event of any challenge or protest regarding the outcome of an election at the flotilla or division level, the matter shall be referred to the DCO, who shall render a final decision after consultation with the District and the District Staff Officer - Legal (DSO-LP). Any protest or challenge to a district election shall be referred to the appropriate Area NAVCO, who shall render a final decision after consultation with the Department Chief, Legal Affairs (DC-L), the NACO and the Chief Director.
5. Election of National Officers. When a national officer's regular or interim office term expires at the current year's end, the National Board will elect a successor at its meeting held in conjunction with the fall national conference. Any protest or challenge to a national election outcome shall be referred to the NACO (if not a candidate), who shall render a final decision after consultation with the Chief Director and DC-L. If the NACO was also a candidate, the matter will be referred to the Chief Director for final determination after consultation with the DC-L.
6. Vacancy in an Elected Office.
- a. A vacancy in an Auxiliary elected office shall be filled by an interim election. In certain circumstances, the District/Regional Director or Chief Director, as appropriate, may authorize an interim election to be conducted by mail ballot. A vacancy notice shall be sent to all eligible candidates at least fifteen (15) days in advance of the required date for candidates to place their names in nomination.
 - b. A member chosen in an interim election will hold office for the remainder of the unexpired term. This interim term does not necessarily establish eligibility for the next higher office. Incumbency of more than half the regular term may, if approved by the District Commander, be considered a regular term of office. This establishes eligibility for the next appropriate higher office. An interim term, however, does not render the incumbent ineligible for a subsequent regular term in that office.

- c. In certain situations, CG and Auxiliary interests are best served for an officer's term, elected in an interim election, to be considered a regular term. In these cases, the District Commander shall determine whether the election is to be regarded as a regular or interim election. Each determination will be based on the circumstances. For national elections, the Commandant, in consultation with the Assistant Commandant for Operations and the Chief Director, will make any necessary decision.
- d. In an interim election, there is no change in the immediate past office. The member who held the title of immediate past officer before the interim election, will remain the immediate past officer until the next regular election. A vacancy in the immediate past office shall not be filled.
- e. An officer who desires to resign from an elected position must do so in writing to the next higher level elected unit officer at least thirty (30) calendar days before the effective date. The letter shall state the officer resigns the position with an effective date. If the letter fails to state an effective date, the next higher unit elected officer may declare the office immediately vacant and fill it.

7. Removal.

- a. Any Auxiliary flotilla, division or district officer can be removed from office at the discretion and by direction of a District Commander. An Auxiliary national officer can be removed from office by Commandant direction.
- b. Any Auxiliary officer can also be removed from office by the District Commander or Commandant when so recommended by a three-quarters (3/4) affirmative vote of an entire electing body. Any board member may initiate this action. No reason need be expressed by the person initiating the action. Actions bringing discredit on the CG or Auxiliary, or other reasons as stated in Chapter 3 can justify administrative action against an Auxiliarist and are sufficient reasons for this action.
- c. Copies of the minutes for the removal proceedings shall be provided the Auxiliary member or officer concerned. Copies are also provided to the cognizant CG officers and Auxiliary officers in leadership at the next highest levels.

8. Restrictions. No more than two Auxiliarists from the same Auxiliary district or region may serve simultaneously as officers of the NEXCOM. This action ensures a geographic distribution of national leadership.
9. Certification. When a member's name is placed in nomination for national office, the Director in the nominee's district provides a written statement to the NACO, or other Auxiliary officer as the NACO may authorize; with copy to the Chief Director; certifying the nominee is current or not current in one Auxiliary program. Currency need not be maintained as a condition of remaining in office, but must be regained as a condition of eligibility for subsequent office.
10. Re-election Privileges.
 - a. A NACO is not eligible to seek a second successive two year term. (limitation does not apply to incumbent 1997-98 NACO, who was voted eligible to run for a second successive two year term). NAVCOs are not eligible to succeed themselves in office, however, each may seek on e additional two year term as NAVCO by election to a different NAVCO position. NACO may not immediately accept a national elected office lower than NACO. Any officer, however, who has served on the NEXCOM may again run for re-election to that office or any lower office after an absence from the particular board for at least six (6) years.
 - b. The outgoing DCO and VCO can not succeed themselves in office. RCOs may be elected to no more than a second one-year term. The DCO, VCO, and RCOs are not eligible to accept immediately a district elected office lower than the one just filled. Any officer, however, who served on the district EXCOM may again run for reelection to that office, or any lower district office, during the sixth year (or more) of EXCOM absence. Outgoing VCO and RCOs are eligible to run immediately or anytime thereafter for any higher district elected office. The outgoing DCO, VCO, and RCOs are eligible to run immediately or any time thereafter for any division or flotilla elected office provided they meet all the other qualifications for those offices as outlined herein.

F. Staff Officers.

1. Each unit's senior elected officer appoints staff officers. Staff duties are purely administrative, providing functional supervision over specifically authorized activities. The appointment and delegation of duties should be given to each staff officer in writing. The Auxiliary is organized and administered along parallel staffing principles, which requires staff officers

at all levels, in conducting Auxiliary activities, to report to senior levels and to monitor activities at lower levels. Mission accomplishment will be difficult unless members carefully follow the parallel staffing concept. Staff officers are charged with carrying out their part of the unit mission.

2. To be successful, elected officers must make certain staff officers are well briefed on their duties and responsibilities. To carry out these duties, staff officers are encouraged to appoint committees to help them. Staff officers must report progress monthly to the “vice” or elected appointing officer. Staff officers will maintain records and correspondence concerning their office. These documents are turned over, with all publications and other pertinent material, to the successor when relinquishing office.
3. An elected officer's delegation of authority to a staff officer does not relieve the elected officer from any responsibility. Elected officers must ensure the delegated authority is properly exercised and instructions are properly carried out. Staff officers may assign qualified Auxiliarists to duties in their responsible area. The Administrative Procedures Guide (COMDTPUB P16791.2 (series)) contains sample appointment letters and specific duties for flotilla staff officers. The Auxiliary Division Procedures Guide (COMDTPUB P16791.3 (series)) provides for division staff officers.
4. Staff officers are appointed and serve at the elected officer's pleasure. Staff Officers may be removed from a position any time the appointing officer deems it appropriate. The term of each staff position expires with the appointing officer's term. District staff officer appointments are made only with Director approval. National staff officer appointments are made only with NACO approval. National Department Chiefs are appointed only with the Chief Director's approval.
5. Normally, new members are not offered staff officer appointments during their first membership year. Understandable, new members should use this initial period gaining qualifications and learning about the CG and Auxiliary. Hopefully, time will also be spent working with elected or staff officers in areas of new member interest. But, the unit's elected leader has full discretion to waive the year's service to make appointments, as deemed useful for both the member's and unit's benefit and to encourage volunteer contributions.
6. Staff officers are not barred from holding simultaneous elected office or another staff office. Before appointment of additional jobs, however, the added burden on the individual should be considered by the elected leader and by the unit membership.

7. Appointment of Staff.

- a. To carry out the Auxiliary program, FCs and DCPs may each appoint staff officers, as needed, up to sixteen (16) flotilla and division staff officers (FSOs & SOs) from the group listed below. The DCO may appoint up to eighteen (18) district staff officers (DSOs) from the group listed below. In addition, the DCO also may appoint a DSO - Legal/ Parliamentarian (DSO-LP), who shall be a licensed attorney. If a licensed attorney is not available to serve, the Department Chief - Legal Affairs (DC-L) shall designate a department attorney to handle that district's legal matters. In this case, an appointed DSO-LP may serve as the district's Parliamentarian.

Operations (OP)	Public Affairs (PA)
Publications (PB)	Finance (FN)
Materials (MA)	Career Counselor (CC)
Vessel Examination (VE)	Aids to Navigation (AN)
Secretary/Records (SR)	Information and Communication Services (IS)
Personnel Services (PS)	Marine Dealer Visitor (MV)
Member Training (MT)	Public Education (PE)
Communications (CM)	Aviation (AV) (District level only)
Marine Safety & Environmental Protection (MS)	Legal/Parliamentarian (LP) (District level only)

- b. Division Captains (DCPs) should appoint a division staff officer in each of the following internal functions: FN, IS, MA, MT, PS, PA, PB and, SR. Additionally, DCPs must appoint at least one staff officer in the Recreational Boating Safety Program and in the Coast Guard/State Support Program. In addition, Sops must be appointed to support the flotillas in the CG/SS and RBS program area being pursued. A flotilla member may hold more than one appointed staff office concurrently at various unit levels or in the same unit level.
- c. FCs are to appoint an FSO in each of the following internal functions: FN, IS, MA, MT, PS, PA, PB and, SR. Additionally, a Flotilla Staff Officer (FSO) is to be appointed in at least one external programs in Recreational Boating Safety and/or Coast Guard Support.

The external programs include: AN, CC, CM, MS, MV, OP, PE, and VE. Each flotilla should be involved in at least one external

program. No staff officer need be appointed to a program not supported by the flotilla.

8. The DCO may appoint assistant district staff officers (ADSO). The DSO, in accordance with district policy, may delegate to an ADSO any authority and responsibility given to the DSO except in those cases in which the DSO is specifically designated to perform a specific activity or duty. The DOS's delegation constitutes assignment to duty in accordance with 14 U.S.C. 831. Appointments may be apportioned according to need in the various functional areas. Examples of appropriate ADSOs are:

District Historian - ADSO-PAH
Marine Dealer Visitor - ADSO-MV

Divisions and flotillas are NOT authorized assistant division (SO) or assistant flotilla (FSO) staff officers.

9. The Director, in consultation with the DCO, may designate qualified members to perform special duties to include qualification examiners, instructor trainers and examination proctors. Other members may be designated to perform duties pertaining to a mission or program, consistent with the provisions of appropriate directives.
10. Directors, in consultation with the DCO, may also appoint an Auxiliarist to serve as a Director's administrative assistant to perform specific directed duties. Auxiliary office insignia for this staff position shall be the same as a DCO's administrative assistant.
11. Auxiliary Civil Rights Counselor (CGAUX/CRC). Each district or region's CGAUX/CRC is normally selected from the ranks of past DCOs. Alternatively, other experienced Auxiliarists who have served as a DCP or higher may be selected. The individual education, training, business or professional experience should be considered in the selection process. The Director, after DCO consultation, nominates the individual to the District Commander for approval. On approval, the District Commander will designate the nominee, in writing as the district or region CGAUX/CRC. The CGAUX/CRC shall perform their duties according to Chapter 7 provisions herein.
12. Lay Leaders. Elected unit leaders may designate a Lay Leader to serve at their pleasure. The position is not an authorized staff position and will not be recorded in AUXMIS. But, a member so serving may wear an appropriate level staff insignia. The title and any insignia relating to a chaplain will not be used for this position. The duties associated with chaplains are not authorized for those so assigned. Lay leaders (and

others) in performing invocations, moments of silence and other activities must ensure offered content is non-sectarian to avoid offending persons of different beliefs and to recognize the inherent wide diversity in a national organization such as the Auxiliary.

G. The National Staff.

1. The NACO appoints, with Chief Director approval, national staff department chiefs to manage specific Auxiliary programs. An appendix to the Auxiliary National Program lists national staff duties. NACO shall approve appointment of all other Auxiliary national staff members.
2. National Department Chiefs. The national staff is divided into several departments, each under the supervision of a national department chief. These departments and department chief symbols are: Public Affairs (DC-A); Boating (DC-B); Education (DC-E); Information and Communication Services (DC-I); Legal Affairs (DC-L); Marine Safety and Environmental Protection (DC-M); Personnel (DC-P); Operations (DC-O); Member Training (DC-T); and Vessel Examination (DC-V). The departments are functionally divided into divisions and the divisions into branches with division chiefs (DVC) and branch chiefs (BC) and branch assistants (BA), respectively able to be appointed to assist the department chief. Staff structure and assignments for each department may be seen in the annually published Auxiliary national program.
3. The DC-L shall also serve as Auxiliary Chief Counsel and must be a licensed attorney. DC-L shall also serve as advisor to NACO and the Chief Director on Auxiliary issues.
4. A deputy department chief is designated for each department. There is no additional insignia for this position. The deputy designation is the same as the department chief's designation with a "d" added; i.e. DC-Ad.
5. Subject to the Chief Director's approval, NACO may appoint one or more Special Project Officers appropriate insignia to be determined during the tenure selected.

H. Committees. Elected unit leaders at all levels are authorized to appoint committees to provide help and advice in the execution of those duties or activities not delegated to staff officers. The elected officer appointing the committee shall be an ex officio member of that committee. They may delegate committee responsibility to the "vice", as needed.

I. Aides. Aides are authorized for the NACO and DCOs.

1. A DCO may appoint two aides -- an Administrative Assistant (D-AA) and an Aide (D-AD). The aides will be considered district staff members. Aides may also hold simultaneous elected or appointed office.
2. The NACO's staff includes an Administrative Officer (N-A) and a NACO Aide (N-D). Because of the unique position demands, NACO is authorized additional aides or assistants as approved by the Chief Director. These aides and their titles are listed in the National Program.

J. Standing Rules.

1. Standing rules are required for Auxiliary units. All Auxiliary unit standing rules must be adopted by a majority vote of the unit governing body. For flotillas, this group is the flotilla membership. For divisions, districts and national, the groups are the respective boards. Amendments may be made by a two-thirds (2/3) vote of members present at a meeting, providing a quorum exists. Flotilla and division standing rules and amendments are not effective until reviewed by the DSO-LP or ADSO-LP and approved by the DCO.
2. Standing rules normally provide for, and include, such matters as meetings, voting, finances, awards, duties of officers, publications, approval, and provisions for amendments and additions. There is no necessity for a Director or Chief Director to approve information on local awards and similar items, which should be put in appendices which do not require approval. Sample standing rules are provided in either the Administrative Procedures or Division Procedures Guides.
3. Standing rules shall not conflict with this manual's provisions (COMDTINST M16790.1 (series)), nor shall they conflict with other CG directives or Auxiliary National Board or other senior Auxiliary unit standing rules. The senior elected officers shall review standing rules at least annually to ensure no conflicts arise or exist.
4. **No standing rules or amendments to such rules shall contain any sentence, word, or clause which implies, construes, suggests or stipulates any Auxiliary member has the option or right to approve or to disapprove an eligible applicant for Auxiliary membership.**
5. Standing rules must contain a provision stating "only the FC, DCP or DCO is authorized to sign licenses, contracts or other agreements. All documents must first be reviewed and approved by the district legal office (DSO-LP or ADSO-LP) or, in the case where the DSO-LP is not a licensed attorney, by an attorney designated by DC-L."

6. The FC or DCP must sign three copies of flotilla and division standing rules respectively and send them through the chain of leadership and management to the DCO and Director. One copy will be filed in the Director's office; one copy is returned to the unit leader and the third copy is given to the next higher level unit leader.
7. After the DSO-LP has reviewed the district standing rules, the DCO must date and sign four copies and forward them to the NACO via the DC-L for review and/or approval. Upon NACO approval, copies are sent to the DCO, Director, Chief Director, and DC-L.
 - a. District standing rules must address as a minimum the following subjects:
 - (1) Organization.
 - (2) Elections.
 - (3) Voting.
 - (4) Duties of officers.
 - (5) Committees.
 - (6) Approval, amendments and additions to standing rules.
 - b. District standing rules will rank in precedence following the national standing rules, but will precede Robert's Rules of Order.
8. After review by the DC-L, the NACO dates and signs, in duplicate, National Board standing rules or amendments and submits them to the Chief Director for approval. One signed copy will be returned to the NACO and DC-L, and one copy will remain on file at CG Headquarters.
9. Disputes or requests pertaining to interpretation of flotilla, division and district standing rules shall be forwarded to the DCO for determination, in consultation with the DSO-LP. Issues regarding national standing rules shall be referred to the NACO for determination in consultation with DC-L.

K. Background Investigations.

1. Upon notification of selection and prior to assuming office, the NACO-elect must complete and forward to Commandant (G-OCX) all required forms, documents and information necessary to perform a CG background investigation. Failure to file appropriate paperwork or to receive an

approved security clearance makes the NACO-elect eligible for the office. Background investigations are optional for NAVCO/NADCO and DCO officers, but recommended based on enhance ability to interface at classified Flag-level program interactions or meetings.

2. CG Flag Officers and/or the Chief Director may request background investigations be conducted for specific Auxiliary office holders to meet mission requirements. Any Auxiliary member or officer, unwilling or unable to complete such investigation, will vacate their respective office, without appeal, within thirty (30) calendar days of receipt of notification to do so by certified mail from Commandant (G-OCX). Investigative material may also be used under the provisions of Chapter 3 for further action, as deemed appropriate by investigating authorities.

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APPENDIX 4-A

Election Eligibility

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FLOTILLA COMMANDER (FC)

Eligibility to Assume Office: Member for one year prior to nomination. Current in requirement for designation as VE, IT, or in Operations. Completed Administrative Procedures, or Elected Officer's course, or AUXMIN specialty course.

Regular Term: One year

Number of Terms Authorized: Maximum of two consecutive one year terms followed by one year out of office with no limits on how many times repeated.

Elected By: Flotilla members

Election Date: Annual election prior to 15 December, but after division election approved by DCP.

VICE FLOTILLA COMMANDER (VFC)

Eligibility to Assume Office: Member for one year prior to nomination. Current in requirement for designation as VE, IT, or in Operations. Completed Administrative Procedures or Elected Officer's course or AUXMIN specialty course.

Regular Term: One year

Number of Terms Authorized: Same as flotilla commander.

Elected By: Flotilla members

Election Date: Annual election prior to 15 December, but after division election approved by DCP.

Waivers, as necessary, may be granted by the District Commander to FC or VFC for eligibility to assume office.

DIVISION CAPTAIN (DCP)

Eligibility to Assume Office: Have served at least one half of a regular term as a Division Board member. Any member transferring from another division, provided member fulfills eligibility requirements for Division Vice Captain or Division Captain. Active for the 12 months preceding the election and current in requirements for designation as VE, IT, or in Operations.

Regular Term: One year.

Number of Terms Authorized: Four terms, providing no more than two are consecutive. Transfer to any other division starts a new series of terms.

Elected By: Division Board Members

Election Date: Annual election on or before 20 November, but after district election. Date must be approved by DCO and Director.

DIVISION VICE CAPTAIN (DVC)

Eligibility to Assume Office: Have served at least one half of a regular term as a Division Board member. Any member transferring from another division, provided member fulfills eligibility requirements for Division Vice Captain or Division Captain. Active for the 12 months preceding the election and current in requirements for designation as VE, IT, or in Operations.

Regular Term: One year.

Number of Terms Authorized: No limitation.

Elected By: Division Board Members

Election Date: Annual election on or before 20 November, but after district election. Date must be approved by DCO and Director.

DISTRICT COMMODORE (DCO)

Eligibility to Assume Office: Have served a regular term as an elected officer, other than DCO, on any District Board. Active for 12 months preceding the election and current in requirements for designation as VE, IT, or in Operations.

Regular Term: Two years.

Number of Terms Authorized: One.

Elected By: District Board Members

Election Date: Election every two years on or before 1 November, but after National Elections.

DISTRICT VICE COMMODORE (VCO)

Eligibility to Assume Office: Have served a regular term as an elected officer, other than VCO or higher, on any District Board. Active for 12 months preceding the election and current in requirements for designation as VE, IT, or in Operations.

Regular Term: Two years.

Number of Terms Authorized: One.

Elected By: District Board Members

Election Date: Same as District Commodore.

DISTRICT REAR COMMODORE (RCO)

Eligibility to Assume Office: Have served a regular term as an elected officer, other than VCO or higher, on any District Board. Active for 12 months preceding the election and current in requirements for designation as VE, IT, or in Operations.

Regular Term: One year.

Number of Terms Authorized: Two.

Elected By: District Board Members

Election Date: Election annually, on or before 1 November, but after National Elections.

NATIONAL COMMODORE (NACO)

Eligibility to Assume Office: DCO in second year of regular term, past DCO who has completed regular term, or a regular term as NAVCO or NARCO. Certified by the Chief Director as being currently qualified as VE, IT, or in Operations for the past year.

Regular Term: Two years.

Number of Terms Authorized: One. (Limitation does not apply to incumbent 1997 NACO is eligible to run for re-election in 1998 for an additional two year term.)

Elected By: National Board Members

Election Date: Election every two years at the Fall National Conference.

NATIONAL VICE COMMODORE (NAVCO)

Eligibility to Assume Office: DCO in second year of regular term or past DCO who has completed regular term. Certified by the Chief Director as being currently qualified as VE, IT, or in Operations for the past year.

Regular Term: Two years.

Number of Terms Authorized: Two, but not in the same office. (Note: 1997-98 NAVCOs may have a total of three terms, but not in the same office.)

Elected By: National Board Members

Election Date: Election every two years at the Fall National Conference.

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